

# MAINTENANCE WORKER L-2 -CUSTODIAN

**GRADE: 2    STEP PROGRESSION: 1-12**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Maintenance Worker L-2-Custodian position involves routine tasks involved in the custodial care and maintenance of City of Rockville facilities including but not limited to City Hall, the Rothgeb Drive Maintenance Facility, the Civic Center Mansion and Theater, recreation centers and park shelters. The work requires regular contacts with Recreation and Parks employees and with other City employees and periodic contacts with contractors and the general public. The physical demands are moderate and sometimes considerable requiring working with heavyweight materials, equipment and machinery. The working conditions are somewhat disagreeable due to the occasional exposure to elements such as dust, heat, fumes, cold, noise, vibration and moisture. The incumbents work independently and the work is subject to general policy direction, practices and procedures, under general supervisory review. Incumbents may direct the work of others. Incumbents work various shifts, including weekends and evenings, as is necessary to cover facilities during hours of operation. Incumbents are required to work overtime as needed.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Maintains a variety of records relating to inspections and maintenance activities.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team and to demonstrate team skills and to perform a fair share of team responsibilities..
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Directs the work of others as necessary.

- Sweeps, mops, scrubs, buffs, strips, sands and waxes floors using brooms, mops, vacuum cleaners, floor scrubbers and buffers.
- Washes windows, walls and woodwork; cleans venetian blinds and dusts office and other furniture and equipment.
- Cleans and disinfects restroom fixtures, walls, mirrors and floors; replaces deodorizers, toilet tissue, paper towels, soap and other items.
- Ensures drains are clean and free of clogs. May use chemical, biological, and mechanical drain openers.
- Picks up and disposes of trash around buildings and empties trash cans and recycling containers.
- Sets-up and takes-down rooms for meetings and events.
- Moves heavy furniture, supplies and equipment and climbs ladders in order to accomplish custodial and set-up tasks.
- Removes stains from a variety of surfaces, using chemical and cleaning solutions.
- Runs powered cleaning equipment, cleans, and oils the equipment, as necessary, and changes brushes and accessories.
- Reports damage to facilities and equipment. Removes trash, leaves, snow and ice from outside stairs, walks, etc.
- Replaces light bulbs and ballasts.
- Inspects buildings for trespassers; monitors activities in buildings.
- Performs minor carpentry, electrical, mechanical and other maintenance and minor construction work.
- Shampoos and cleans rugs.
- Opens facilities, sets-up, closes and performs clean-up for the public and for special events.
- Assists and fills-in for other custodians when necessary.
- Performs other duties as required.

### **QUALIFICATIONS:**

In order to qualify for this position all applicants must prove possession of all the training, experience and required licenses, as a well as demonstrate a practical knowledge, skills and abilities that would allow the applicant to perform this job in a successful manner. This will be determined through review of the formal application, rating of education and experience and when appropriate, the interview, reference and background checks and may include job related skills assessment.

### **Required Training and Experience:**

Graduation from high school or any combination of training and experience substantially equivalent to a high school diploma and two years experience in custodial services, maintenance or similar work including experience using buffers, shampooers, drain openers, cleaning chemicals and equipment, hand and small power tools. Possession of an appropriate driver's license valid in the State of Maryland.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of general custodial maintenance including labor, tools, equipment operation and practices.
- Knowledge of occupational hazards and safety precautions for the proper execution and usage of a variety of cleaning chemicals and power tools.
- Ability to organize work, give directions and lead the work of others.
- Ability to follow oral and written instructions.
- Ability to perform cleaning tasks, which involve prolonged standing, pushing, pulling, climbing, and stooping.
- Ability to handle and operate light and heavy hand and power equipment.
- Ability to independently perform cleaning duties.
- Ability to determine electrical, mechanical and plumbing malfunctions and to make minor repairs on such equipment.
- Ability to read and interpret chemical labels, written instructions and operation manuals.
- Ability and willingness to perform other duties as assigned; including but not limited to snow removal, storm debris clean-up, assistance with special events and other emergencies at times other than regularly scheduled work hours.